

Paying for Foreign Language Interpreting and Translating Support FY-2018 Guide for Federal Agencies



Office of Language Services
Department of State

Intra-Governmental Payment and Collections

- Treasury process allowing transfer of funds between federal program agencies.
- Servicing and Requesting Agencies establish Interagency Agreements (“IAAs”) with Treasury forms 7600A and 7600B.
- Servicing Agency initiates collection (“IPAC”).

Establishing Interagency Agreements

- Form 7600A (“General Terms and Conditions”) describes requirements, scope, and authorities for agreement.
- Form 7600B (“Order Requirements and Funding Information”) provides accounting information.

[Fillable forms and instructions](#) are available at Treasury website, but we recommend using LS templates. These are prepopulated with correct signatory names, Department of State fiscal information, and mandatory language about our authorities and overhead rates.

Completing Form 7600A

UNITED STATES GOVERNMENT
INTERAGENCY AGREEMENT (IAA)
Agreement Between Federal Agencies
General Terms & Conditions (GT&C) Section



IAA Number
GT&C # Order # Amendment # / Mod #

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	<input type="text"/>	Office of Language Services (A/OPR/LS) U.S. Department of State
Address	<input type="text"/>	SA-1 H1400 2401 E Street, NW Washington, DC 20522-0114
2. Servicing Agency Tracking Number (Optional) : <input type="text"/>		

IAA Number: created by your agency

Item 2: If the IAA will only cover a single order, you can enter the LS Order Number from the cost estimate you received. Otherwise, leave this blank.

7600A, Item 3: Just Say No

3. Assisted Acquisition Agreement	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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Acquisition assistance IAA

- Requesting Agency using Servicing Agency contracts to purchase goods and services.
- IAAs for assisted acquisition must be signed by a Contracting Officer at the Requesting Agency.

Non-Acquisition Assistance IAA

- Requesting Agency obtains goods or services from Servicing Agency, without regard to how Servicing Agency gets them.
- IAAs *not* for assisted acquisition can be signed by the responsible Program Official and Budget Certifying Office at the Requesting Agency.

7600A, Item 4

4. GT&C Action (Check action being taken)

☐ New

☐ Amendment - Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation - Provide a brief explanation for the IAA cancellation and complete the effective End Date.

If you are amending or cancelling your agreement, indicate the reasons why and what is changing.

Items 5-8

5. Agreement Period	Start Date <input type="text"/>	End Date <input type="text"/>	of IAA or effective cancellation date
	MM-DD-YYYY	MM-DD-YYYY	
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received			
<input type="checkbox"/> Yes	If Yes, this is an: Annual Renewal <input type="checkbox"/>		
	Other Renewal <input type="checkbox"/>	State the other renewal period: <input type="text"/>	
<input checked="" type="checkbox"/> No			
7. Agreement Type (Check One)			
<input type="checkbox"/> Single Order IAA	<input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One)			
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		


Item 5: Start date should be on or after the signature dates in Item 23.

Item 6: We do not enter into recurring agreements.

Item 7: IAA can cover multiple orders or a single service order, depending on your requirements.

Item 8: Advance payments cannot be authorized.

7600A, Item 9

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount)	
(Optional for assisted Acquisitions)	
Direct Cost <input type="text"/>	Provide a general explanation of the Overhead Fees and Charges 25% of the language services cost is allocated to overhead fees and charges incurred in acquiring linguistic services and managing the language services workflow to ensure quality and timeliness. These costs are incurred upfront and non-refundable. 
Overhead Fees & Charges <input type="text"/>	
Total Estimated Amount <input type="text"/> \$0.00	

- During CR, show the full amount you intend to obligate for Language Services. Place “availability of funds” language in Item 13 or 19. (The funding information provided on the 7600B should reflect actual amount that the Requesting Agency has obligated for collection prior to CR expiration.)
- If your agreement amount is based on LS cost estimate information, the total price we provide includes our overhead charges and fees.
- The language shown concerning overhead charges and fees must be included. For your convenience, it is prepopulated in the LS template for form 7600A.

7600A, Item 10

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31
U.S.C. 1535 / FAR 17.5)

Other Authority

☐☐☐☐☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31
U.S.C. 1535 / FAR 17.5)

Other Authority

☐☐☐☐☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Section 193 of P.L. 103-236; US Code 22 USC 2695a

- Requesting Agencies must indicate a statutory authority to establish IAA. Most use Economy Act.
- LS Servicing Agency authority ("Other," 22 U.S. Code § 2695a) can also be cited as Requesting Agency authority.

22 U.S. Code § 2695a

(a) SURCHARGE FOR CERTAIN FOREIGN LANGUAGE SERVICES

Authorizes State Department to require payment of fees, reimbursement for providing other Federal agencies with foreign language translation and interpretation services.

(b) USE OF FUNDS

Authorizes collection and use of funds from other Federal agencies to recover the cost of providing translation or interpretation services.

7600A, Items 11-12

11. Requesting Agency's Scope (State and/or List Attachments that support Requesting Agency's Scope.)

12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)

Please see Appendix A: Language Services Guidelines.

Item 11: Attachments or narrative address Requesting Agency mission and rationale for acquiring Language Services. Requirements for specific orders are usually referenced on Form 7600B in Item 28 or 31.

Item 12: LS provides terms and conditions for specific services along with order cost estimate(s). These terms and conditions are referenced as “Language Services Guidelines.”

7600A, Items 13-16

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency).

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

Item 13: Requesting Agency can place “Subject to Availability of Funds” language here or in Item 19 (not shown).

Item 16: Termination notice periods between 30-90 days are acceptable.

7600A, Items 17-19

17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.) N/A
18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.) N/A
19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)



Items 17-18: Not applicable

Item 19: Alternate location for "Subject to Availability of Funds" language.

7600A, Items 20-23

Items 20-21 (not shown): Optional

Item 23: Signature dates must be on or before Start Date shown in Item 5. Servicing Agency signature bloc is prepopulated in LS Template for Form 7600A.

23.	Requesting Agency	Servicing Agency
Name		Katherine Yemelyanov
Title		Deputy Director, A/OPR/LS
Telephone Number(s)		202-261-8811
Fax Number		
Email Address		yemelyanovkh@state.gov
SIGNATURE		

Completing Form 7600B

UNITED STATES GOVERNMENT INTERAGENCY AGREEMENT (IAA)

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



BUREAU OF THE

Fiscal Service

LEAD. TRANSFORM. DELIVER.

IAA Number GT&C # Order # Amendment # / Mod # Servicing Agency's Agreement
Tracking Number (Optional)

PRIMARY ORGANIZATION / OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization / Office Name	<input type="text"/>	Office of Language Services (A/OPR/LS) <input type="text"/>
Responsible Organization / Office	<input type="text"/>	SA-1 H1400 2401 E Street, NW

IAA Number: created by your agency, same as on 7600A.

Servicing Agency Agreement Tracking Number: If the 7600B will fund a single order, enter the LS Order Number from the cost estimate you received.

7600B, Item 25

ORDER REQUIREMENTS INFORMATION

25. Order Action (Check One)

☐

New

☐

Modification (Mod) - List affected Order blocks being changed and explain the changes being made.

For Example: for a performance period mod, state the new performance period for this Order in Block 27.

Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting, or changing **Funding for an Order Line**.

☐

Cancellation - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

If you are amending or cancelling your agreement, indicate the reasons why and what is changing.

7600B, Item 26

26. Funding Modification Summary by Line	Line #	Line #	Line #	Total of All Other Lines (attach funding details)	Total
Original Line Funding					\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]					\$0.00
Funding Change for This Mod					\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)					\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- LS is not staffed to account for multiple spending lines under a single IAA.
- **Please establish separate agreements for each accountable organization in your agency which will require LS support.**

7600B, Item 27

27. Performance Period For a performance period mod, insert the start and end dates that reflect the new performance period.	Start Date	<input type="text"/>	End Date	<input type="text"/>
		MM-DD-YYYY		MM-DD-YYYY

- For new 7600B, Start Date should be on or after the date of Signatures in Item 37.
- If 7600B provides full funding stated in Item 9 of 7600A, Performance Period should be same as dates shown in Item 5 of 7600A.

7600B, Item 28

28. Order Line / Funding Information										Line Number							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC										19-0000-01							
Component TAS (required by 10/1/2014)	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
											019			x	0113	000	
and/or current TAS format																	
BETC				DISB						COLL							
Object Class Code (Optional)																	
BPN										02-4760907							
BPN + 4 (Optional)																	
Additional Accounting Classification / Information (Optional)																	
Requesting Agency Funding Expiration Date										Requesting Agency Funding Cancellation Date							
MM-DD-YYYY										MM-DD-YYYY							

- Confirm that ALC provided is accurate *for disbursement*.
- Provide TAS information in component format only.
- Provide your Agency FSN (Fiscal Station Number) and UIC (Unit Identification Code) and DoDAAC (or CAGE code for civilian agencies) under “Additional Accounting Classification/Information.”
- Funding Cancellation Date is five years after Funding Expiration Date.

7600B, Item 28 Continued

Description of Products and/or Service, including the Bona Fide Need for this Order (State or attach a description of products/services, including the Bona Fide need for this Order.)

See LS Cost Estimate/DS-4088

North American Industry Classification System (NAICS) Number (Optional)

Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:

Unit of Measure			Contract Cost	
Quantity	Unit Price	Total	Servicing Fees	
			Total Obligated Cost	\$0.00
Overhead Fees and Charges			Advance for Line (-)	
Total Line Amount Obligated			Net Total Cost	\$0.00
Advance Line Amount (-)			Assisted Acquisition Servicing Fees Explanation	
Net Line Amount Due				

Type of Service Requirements



Severable Service



Non-Severable Service



Not Applicable

- Enter cost information under “Breakdown of Reimbursable Line Costs.”
- Service Type is “Non-Severable.”

7600B, Items 29-30

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)	
Total Advance Amount for the Order	<input type="text"/> [All Order Line Advance amounts (Block 28) must sum to this total.]
Revenue Recognition Methodology (according to SFFAS 7)(Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue.)	
<input type="checkbox"/>	Straight-Line — Provide amount to be accrued <input type="text"/> and Number of Months <input type="text"/>
<input checked="" type="checkbox"/>	Accrual Per Work Completed — Identify the accounting post period:
<input checked="" type="checkbox"/>	Monthly per work completed & invoiced
<input type="checkbox"/>	Other — Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.
<input type="text"/>	
30. Total Net Order Amount: <input type="text"/>	
[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total]	

Item 29: Starting in FY-2018, LS will invoice monthly on the basis of estimated total costs. Our final invoice for the fiscal year will include adjustments for difference between estimated and actual costs.

Item 30: Enter amount shown as "Net Line Amount Due" in Item 28. For modifications, this should equal the "Funding Amount Change for this Mod" in Item 26.

7600B, Items 32-34

BILLING AND PAYMENT INFORMATION	
32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]	
<input type="checkbox"/> Requesting Agency Initiated IPAC	<input checked="" type="checkbox"/> Servicing Agency Initiated IPAC
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Other — Explain other payment method and reasoning: <input type="text"/>
33. Billing Frequency (Check One) [An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]	
<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other Billing Frequency (include explanation): <input type="text"/>	
34. Payment Terms (Check One)	
<input type="checkbox"/> 7 Days	<input checked="" type="checkbox"/> Other Payment Terms (include explanation): <input type="text"/>

7600 B, Item 35

35. Funding Clauses / Instructions (Optional) (State and/or list funding clauses/instructions such as Subject to the Availability of Funds)

- Do not use Item 35 to restrict use of funds under Continuing Resolution.
- **The funding information stated in Items 28 and 30 should reflect actual amount that the Requesting Agency has obligated and which will be available for collection prior to CR expiration.**
- Requesting Agency may amend 7600B to increase funding incrementally in the event of multiple Continuing Resolutions.

7600B, Items 37-38

37. Program Officials

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.




	Requesting Agency	Servicing Agency
Name		Katherine Yemelyanov
Title		Deputy Director, A/OPR/LS
Telephone Number		202-261-8811
Fax Number		
Email Address		yemelyanovkh@state.gov
SIGNATURE		
Date Signed		

38. Funding Officials — The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name		Nakissa Young
Title		Management Analyst
Telephone Number		202-261-8792
Fax Number		
Email Address		youngnl@state.gov

For new 7600Bs, signature dates must be on or before the Start Date shown in Item 27. Servicing Agency signature blocs are prepopulated in LS Template for Form 7600B.

7600B, Items 39-40

CONTACT INFORMATION		
39. FINANCE OFFICE Points of Contact (POCs)		
	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name		U.S. Department of State
Title		RMJGFS/CFO/RR/IC - Bldg 3C49
Office Address		P.O. Box 150008 Charleston, SC 29415-5008 
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency) This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name		
Title		
Office Address		
Telephone Number		

Servicing Agency signature bloc is prepopulated in LS Template for Form 7600B.